

SAMPLE

FOOD-SAFE SCHOOL IMPROVEMENT PLAN

Jenks Junior High School, Pawtucket, Rhode Island

FSS Team: Anne Baylow (Team Leader), Solange Morrisette, Kathy Kando, Skip Seguenia, Elizabeth Bugden, and Linda Cabral

Action	Steps	By Whom	By When
1. Develop school-wide or district-wide policies and procedures	a. Introduce project to School Committee	Anne (Food and consumer science teacher)	4/9
	b. Share examples of other relevant existing Food safety policies and procedures	Elizabeth (KidsFirst)	5/20
	c. Draft school Food safety policy for Jenks Junior High	All team members	6/30
	d. Bring policy to District Standards Committee	Skip (Principal)	6/30
	e. Bring to School Committee for approval	Skip (Principal)	6/30
	f. Share contents of the CDC Food-Safe Schools Action Guide Toolkit	Elizabeth (KidsFirst)	5/20
	g. Introduce project to all school staff; pass out Food safety brochure	All team members	4/5
2. Conduct staff and student training on Food handling and handwashing	b. Gather materials for student education/training; involve other departments (e.g., science, math, history, physical education) in development of training	Anne	6/30
	a. Gain Food safety certification	Anne	June
	d. Conduct a one-hour training during staff development day	Solange (Food Service Director)	September
	e. Design training program for students	Anne/Solange	6/30
	f. Implement Food safety training for students	Anne	6/30
	g. Install hand sanitizers in the cafeteria	Solange	6/30
	h. Have information table at school-wide International Night	Elizabeth/Anne	5/7
3. Locate or develop tool to assess potential Foodborne illness	a. Research Foodborne illness assessment tools	Kathy (Nurse Teacher)	6/30
4. Locate or develop educational materials	a. Search Internet (e.g., www.foodsafereschools.org) and the Action Guide CD-ROM and work with Elizabeth to gather resources for education	All team members	5/31
5. Add other items as project progresses	a. TBD	TBD	TBD